

WHS MODULE 03 – DOCUMENT CONTROL



WHS Module 03 - Document Control

Purpose & Scope

The purpose of this WHS Module is to define the processes directed towards appropriately controlling and managing WHS documentation. Properly controlled and managed documentation provides definition and an auditable trail of activity. Document control also ensures consistency and uniformity in the application of procedures and specifications for WHS and other activities in the workplace.

Process

Intent of Document Control

All health and safety documents and data require controls to ensure TNSW meets the following requirements:

- a) Documents are legible, dated, readily identifiable and maintained in an orderly manner for a specified period;
- b) Documents are able to be readily located;
- c) Documents are periodically reviewed and revised as necessary to maintain relevance and currency;
- d) Any changes to the document or data require a new version to be created and approved;
- e) Users are advised of documents availability;
- f) Obsolete documents are promptly removed;
- g) Archival documents retained for legal or system evaluation purposes are suitably identified.

Controlled Documents

If a document is subject to future revision and is required to be of current issue at the point of use, it is a 'controlled document' and can be located on the TNSW website.

Controlled documents are to be version controlled. The first version of a document will be identified as Version 1, and subsequent versions as Version 2, 3 etc. Documents issued on a "once-only" basis that do not need to be tracked as controlled copies, such as letters and faxes, are not treated as controlled documents.

Document Formats

All records created are to be stored on the TNSW server.

Consistency of document formats is ensured by using a number of templates.

Examples of available templates include:

- Risk assessments
- Toolbox talks
- TNSW Policy
- Forms

All WHS Modules, Process Control Documents, Risk Assessment templates and relevant forms are to display the following details:

- A unique document title;
- Version number;
- Authorisation Details (date approved);
- Next review date;
- Page number;
- TNSW logo or name;

The statement *“This is a controlled document. Before using, check if it is the latest version on the website”* is to be included in all WHSMS controlled documents.

Document Identification

WHS Modules are identified by the Module number and description. For example “WHS Module 03 - Document Control”.

Draft and obsolete documents are to be identified as such in their file names by including the word ‘Draft’ or ‘Obsolete’ at the beginning of the document title. These documents shall not be available on the TNSW website.

Expired Documents

Once a WHS document has reached its next review date, it is no longer current and must be removed from use. All hard copy versions of WHS documents that have reached their next review date must be destroyed, and all WHS documents must be made obsolete and removed from their locations on the TNSW website.

Consultation

Prior to the approval of controlled documents the document author is to consult with key stakeholders.

Approval

All WHSMS documents are approved by the Chief Executive Officer

Minor Changes

Minor changes to WHSMS documents (e.g. clarification of a process or instruction, correction of format or typing errors, update to references etc) may be made without following the full consultation and approval process.

Forms

If a Form has been reviewed and there are no changes, a new version is not required.

Issue of Documents

The Chief Executive Officer holds overall responsibility for issue of WHSMS documents.

Current WHSMS documents are accessed via TNSW's website.

Issue of Hard Copy Documents

To ensure that hard copy documents are current at the point of use, Team Leaders will ensure that the documents issued to them or within their area of responsibility are the current version. This will be done by checking the TNSW website.

Storage

All WHS controlled documents are to be stored on the TNSW server. Local saving of WHS documentation by users, including any tools or forms is not permitted.